

**MINUTES OF A MEETING OF THE LEISURE AND AMENITIES COMMITTEE OF KINVER PARISH
COUNCIL HELD ON WEDNESDAY 22ND MARCH 2017**

Present: Councillors J Cutler (Chairman), Mrs L Hingley (Vice Chairman), N Other, Mrs C Allen, Mrs D Geoghegan, J Irving Bell, P Wooddisse, and G Mander and co-opted member's J Glover and D Tibbetts.

1. APOLOGIES FOR ABSENCE

Councilor H Williams (Ex-Officio) sent his apologies for the meeting.

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE PREVIOUS MEETING OF THE LEISURE AND AMENITIES COMMITTEE

The minutes of the meetings of the Leisure and Amenities Committee held on 18th January 2017, having been circulated previously, were approved and signed as a true record of the proceedings.

4. MATTERS ARISING FROM THE MEETING

4.1 FP3 at its junction with FP7 stile is unsafe, needs to be repair.

Also at the junction with FP0.89 culvert is damaged. This has been reported and the path was closed, but there are no signs on the path at present. Clerk to let County know. The Clerk to ask that the path is repaired as soon as possible, if it can't be repaired by the County quickly, then improved closure signs should be put up showing only a small part of the path being closed.

If by the time the CPI grant application is received and the path is still closed. The Clerk will submit a bid to have the culvert repaired by a contractor.

FP0.89 – no signs from the road end (these have been removed by the County as the path is closed).

4.2 FP8 Needs signing at both ends (work complete)

4.3 It was noted that the original footpath map was designed by co-opted member D Tibbetts.

5. FUTURE PROJECTS

5.1 Youth Drop in Centre

The agenda, meeting notes and minutes are attached as appendix 1 to these minutes of the recent sub-committee meeting held at the Constitutional Club.

Members discussed the costs required to run the Youth Drop in Centre per year: -

The cost to employ a company that supplies Youth Workers is £390 per month for a 3-hour session. The cost of room hire at the KSCA per month is £200.00. Total cost per annum is £4680 for the Youth Worker and £2500 for room hire, adding £820 for Contingencies giving a total cost for the first year of £8000, and the second year would be a similar cost with probably inflationary increases.

Items to be checked are the insurance requirements, to ensure we have the correct level of insurance, the requirements for the volunteers / children ratio. Members would try to raise external funds towards the second-year costs and look to get an external group formed to take over the running of the project. It was felt that the Project needs to have a commitment for 2 years (subject to a review before the first year ends of the success of the Drop-in Centre). An entry fee / donation of a £1 would be charged to partially cover the room hire costs and a tuck shop would also be run by the KSCA for the young people to buy drinks and sweets etc.

It was proposed to recommend to the Parish Council / Finance Committee that the Parish Council fund the cost to employ a company that supplies Youth Workers is £390 per month for a 3-hour session. The cost of room hire at the KSCA per month is £200.00. Total cost per annum is £4680 for the Youth Worker and £2500 for room hire, adding £820 for Contingencies giving a total cost for the first year of £8000, and the second year would be a similar cost with probably inflationary increases. Members would try to raise external funds also towards the second-year costs and look to get an external group formed to take over the running of the project. It was felt that the Project needs to have a commitment for 2 years (subject to a review before the first year ends of the success of the Drop-in Centre).

A small income will be generated towards the room hire as an entry fee / donation of a £1 would be charged.

On a vote this was carried with 9 votes for and 1 vote against.

5.2 Improving signs for Kinver from all village entrances

The letter was sent to all business and hand delivered, by Councilor Mrs D Geoghegan so far there have been no forms returned. In light of the lack of support from the local businesses it was decided not to take this project any further at this time.

5.3 Map Boards

The cost to scan and print copies of the Civic Society Rights of Way maps and encapsulate them so they are weatherproof is £12.50 each based on 5 being printed at the same time.

The cost to buy new boards is £125 each.

Total project cost for 5 boards and prints is £687.50

It was agreed to Recommend to the Parish Council to purchase 5 rights of way footpath maps and boards at a cost £687.50, the locations to be confirmed.

5.4 Future Projects

Councilor Mrs L Hingley suggested that it may help with the current spate of vandalism to look at providing play equipment for the older youths of the village as the current park is only for up to the age of 12.

The Clerk reminded members that the health and safety requirements for older youth's parks is quite involved, and the key will be to find the correct location.

Councilor Mrs L Hingley to look into this for the next meeting.

6. MEMBERS REPORTS ON PUBLIC RIGHTS OF WAY MATTERS ONLY

6.1 FP57 needs a tall marker post at Bath Lane end and in the middle where it goes through a deep hedge and a marker post each end.

6.2 FP4 Union Hall Farm, SCC informed the Council that the footpath had been diverted away from the farm buildings but a round footpath marker high up indicating the path still goes through the farm yard. If the path has been diverted, then the stile at the road end needs attention and the barbed wire as its side needs removing. Where the path comes out at the other end markers are required by the stile and shortly after where the path turns right.

6.3 FP11 First and second stile Bath Lane end need attention and markers.

6.4 FP47 Short Path, total length needs clearing (Holly bushes).

6.5 FP79p From Whittington Hall Lane end, 2nd and 3rd stiles need attention.

7. COMMUNICATION / CORRESPONDENCE TO THE CHAIRMAN

The Chairman updated members on the Brockleys Walk river crossing bridge. This project is being organized by Friends of Kinver Open Spaces and is not a Parish Council Project.

8. ITEMS FOR THE NEXT AGENDA

Items for the next agenda need to be with the Clerk by Monday 1ST May 2017.

9. DATE OF NEXT MEETING

The date of the next meeting was noted as the Wednesday 10th May 2017.

10. RECOMMENDATIONS TO THE PARISH COUNCIL

The following **Recommend**s were made to the Parish Council:-

- that the Parish Council fund the cost to employ a company that supplies Youth Workers is £390 per month for a 3-hour session. The cost of room hire at the KSCA per month is £200.00. Total cost per annum is £4680 for the Youth Worker and £2500 for room hire, adding £820 for Contingencies giving a total cost for the first year of £8000, and the second year would be a similar cost with probably inflationary increases. Members would try to raise external funds also towards the second-year costs and look to get an external group formed to take over the running of the project. It was felt that the Project needs to have a commitment for 2 years (subject to a review before the first year ends of the success of the Drop-in Centre).

a small income will be generated towards the room hire as an entry fee / donation of a £1 would be charged.

- Council to purchase 5 rights of way footpath maps and boards at a cost £687.50, the locations to be confirmed.

draft

MINUTES

Informal meeting of Interested Parties in setting-up Youth Facility/youth Club in Kinver

Date 02/03/2017

Location Constitutional Club, High Street, Kinver

Present

John Cutler(JC) Chair Kinver PC Leisure and Amenities Committee /Parish Councillor

Denise Goeghegan (DG) Parish Councillor

Nick Other (NO) Parish Councillor

Jon Pedley (JP) Youth Pastor

Nick Geoghegan (NG) Kinver Rotary/U3A/Villager

Margaret Rogers (MR) Community "Connector

"/KAG/SSCVA/Funding

Harry Rogers (HR) Locality FIVE Assistant Village Connector

Rachel Davies (RD) KSCA

Lucy Cox (LC) SCCYS ,Development Worker (Stafford & South Staffs)

Apologise for Absence Councillor Gary Mander (GM)

JC opened the meeting by explaining the structure re Kinver Parish Council. He was Chairman of the PC's L & A committee which reported to the Main parish council and all the rules and procedures applicable to the council applied to the Land A committee Further all decisions the L and A may make had to be approved by the PC including expenditure

The L and A committee had decide to investigate the possibility of a Youth Facility in the village and the main Pc had agreed it could be investigated

The L and A committee had appointed a steering group to carry out the feasibility of a facility led by Cllr Mander ,with Cllrs Goeghegan and Other This group had invited all interested parties to this initial meeting . The aim was to explore all the issues involved and pool experience/expertise and ideas

In the absence of Cllr Mander JC had agreed to chair the meeting

The Agenda is above

The meeting covered Introductions, Chairman's (GM) update and current thinking of Parish Council

Items 1, 2 and 3 (*see Appendix*) were then discussed in detail.

After discussion the following Aims/Outcomes were agreed

- **Provide a safe space for youth to meet**
- **Opportunity for mentoring by sympathetic adults**
- **Access to youth with PCSO's when required**
- **Give guidance on issues for individuals**
- **Introduce activities suggested by youth**

1) LC suggested that a separate organisation with its own officers, constitution etc be formed.RD/NG/MR pointed out the difficulty of finding volunteers to be officers if a separate group was formed. It was agreed to discuss options with PC as to whether they would commit money to an outside organisation on a regular basis. Internal PC grant would probably be easier

2) Funding support from Parish Council. It was reported that the income from hire of PC office to police had been ring fenced for Council project. It was suggested that this could be the source of funding for the youth project. JC to establish whether this was correct, the current amount available and the ongoing situation.

- 3) It was essential to establish what the youth of the village actually wanted! JP agreed to obtain opinions through the schools to provide to provide consultation and a basis for what will be needed. This would help to decide age group provisions etc. It was though that a “drop in “would be the start and then other activities as suggested by youth if practical! Some sort of youth committee/ reps to attend meetings?**
- 4) JC to arrange to visit a long established Youth facility in Wollescote, Stourbridge. This was founded and still run by friend of JC**
- 5) NG to establish initial cost of running a youth facility (eg Room hire, youth worker) and later do full business plan to support funding applications.MR and RD thought a business plan was not necessary just the aims of the project and running costs to PC. Once approved by PC other funding could be looked at (MR)**
- 6) LC to find cost of hiring youth worker and any ongoing costs**
- 7) LC would assist with DBS, Policy, Constitution, Procedures, first Aid**
- 8) MR in her role as Community Connector and local fund raiser would investigate what funding might be available. But she advised this can only be done when the project is in place and money may not be possible for outside funders to support a PC project other than the BIG Lottery Awards for All. Further all monies applied for have to show the need, the area of benefit and how it will be supported, monies spent and for its continuation**
- 9) Sarah Smith who had contact with some youths in the village would be invited to next meeting**
- 10) Youth “representatives “would be co-opted onto committee as early in the process as possible (GM)**
- 11) Finance: The basic cost need to be consistently available. And this is often the cause of failure of youth initiatives. The PC needs to provide basic costs. The ring fenced**

Police fund already mentioned under point2 would ideal source of consistent funding. Other possible sources could be obtained over time.e.g. Police People Fund ,Rotary, Wylde and Wrigley Trust through partners such as KAG,KSCA and MR

Other points discussed:

-Importance of finding appropriate volunteers (possible training)

Timescale- Proposal /Recommendation to be detailed at L & A meeting 22 March,to be put to PC at April meeting. After consideration by finance it could be approved by May PC meeting. Final start date October 2017?

Possible day TuesdayEvening

Location KCSA hire fee £16 per hour say budget fig.£50 night

Charge for youtrhs £1 per night

Contact Details

DG/NG	nick.geoghegan@talktalk.net
JC	jm.jcutler@btinternet.com
LC	lucy@staffsscvs.org.uk
GM	gmander65@gmail.com
NO	nick@otherfamily.co.uk
RD	erdavis@hotmail.co.uk
MR & HR	margaretmhr@aol.com

Appendix

MEETING TO DISCUSS INITIAL IDEAS FOR KINVER YOUTH DROP IN FACILITY

Thursday 2nd March 2017

Dear All,

Thank you for showing an interest in the setting up of a Youth Drop in Facility in Kinver. Your time, efforts and advice are very much appreciated.

The initial meeting, is to listen to people who have experience of starting or running Youth facilities or similar organisations, or just have a real interest in serving the younger members of our community.

We hope to put together a group of people who we can ask for advice; use to sign-post us to funding; outline regulations we need to follow and policies we need to have in place, and hopefully play an active role in this process going forward.

I have included:

- 1. Our current thinking as a Leisure and Amenities Committee.**
- 2. A summary of the Leisure and Amenities Committee initial aims and suggestions.**
- 3. Input from Mrs ER Davies, who informed members of the Leisure and Amenities Committee regarding research that the KSCA had undertaken already and summarized the actions that need to be considered.**

Included with this document is an appendix – which we would very much like you to complete. I hope it is self-explanatory! Please can you either print out; complete and hand in at the meeting or send me a copy via this email – gmander65@gmail.com.

Many thanks

Kindest Regards

Gary Mander

1. Current thinking of Leisure and Amenities Committee.

The lists outlines where we are with our thinking on how the Youth Facility might look and the further stages we need to go through to facilitate the project.

- **Provide a safe place for youth to meet on 1 or more evenings in a week.**
- **Provide place for youth/ PSCOs /other outside agencies to chat and discuss problems**
- **Provide a place for relevant information/talk and support for village youth – youth bus.**
- **Something more informal, than formal – relaxed atmosphere.**
- **Regular base /Wifi / warm – perhaps tuckshop facility.**
- **Perhaps driven by the Youth of Kinver to meet their own needs.**
- **Whether to start a new facility or help develop existing provision.**
- **Identify partners – to provide support and funding**
- **Volunteers**
- **Produce an outline business plan to present to Parish Council.**

2. A summary of the Leisure and Amenities Committee initial aims and suggestions.

3. Reasons

- **Provide opportunities for the young people of the village.**
- **Engage with the young people in a meaningful way.**
- **Develop skills of independence and self-reliance.**
- **Provide a productive way of spending free time.**
- **Develop teamwork, co-operation and community.**
- **Provide fun.**

Identify a third party to run the youth club – consider.

- **Provide a variety of opportunities- sport , art ,outside visits etc.**

- **Engage with children from different age groups.**
- **Encourage community participation/ pride.**
- **Develop personal skills of independence and commitment.**
- **Provide exciting learning opportunities.**
- **Develop new skills.**
- **Liaise with outside agencies to enhance provision.**
- **Utilise local community to enhance provision – allow children to see what is available within their community.**

Organisational requirements.

- **Aware of safeguarding provision- including child protection and health and safety.**
 - **Disclosure and Barring Service (DBS) checks for all staff.**
 - **Identified structure – management structure.**
 - **Able to provide further staff to meet need.**
 - **Able to self-manage the organisation, activities and children.**
 - **Provide own public liability insurance.**
 - **Ensure provision is delivered by trained staff.**
 - **Experience of working with children – in the identified age range.**
 - **Evidence of providing provision for children in the past**
 - **Able to provide a variety of experiences.**
 - **Provide school holiday events /provision [probably at extra cost]**
3. Input from Mrs ER Davies

1 What are the aims? What do you want to set up? What is realistic?

- **Safe place for youth to meet with free WiFi... most children do not want to play games etc. or be told what to do.... Questionnaires to youth raises expectations which cannot be met e.g. trampolines, snooker, games machines... They have been done in the past by District and are not a useful thing to do. We did them for the Going for Gold within the schools.....**
- **How often to open? Dependent on funding and volunteer numbers**
- **Perhaps to provide “tuck shop” or youth café**
- **Drop in centre not Youth Club..... youth club needs membership, equipment, activity leaders etc. and is too formal. Need to check what is needed for drop in...**

- What age group are you aiming for.... 11-14 or older? different nights for different ages-9-11 then 12-16.... Where is greatest need...? PCSO advice? Different ages may need different approach/supervision
- **Summer time...on nights when open, facility could be used by users of skate park and bike track for drinks etc.**

2 Planning needed to start the project

- **Location KSCA Committee Room....PC pay for room??**
- **Youth Bus to promote idea.... Needs funding to pay for visits; adequate publicity ... PCSOs in schools and leaflets???**
- **Volunteers to supervise the KSCA room: run Tuck Trolley or cafe etc. Will not work without this.... Letters to parents asking for help if they want a youth facility in the village for their children. Unless enough volunteers are gathered it is pointless pursuing the idea.**
- **Funding How much is PC willing to commit? Need partners who can access money. KSCA or KAG , KFC etc could access funds available to charities. PC needs to look for possible funding from District and County... Rotary will help... (some volunteers have said they would be interested) Contact Youth Pastor and 6th formers for general help with adult supervision?**
- **No outside funding will be given unless you can present a full plan of action with aims /outcomes/ numbers benefitting/proof of need (there has been a recognised need for many years) Verified by police. KSCA. KAG, Schools etc**

3 Priorities

- **Work out rough budget as to what will be needed initially and find possible sources to provide funds....**

- **Work out ongoing costs and where funds will come from**
- **Write to volunteers... parents etc. to find a pool of volunteers, other youth orgs such as Youth Pastor Jonathan Pedley, Cubs, Scouts leaders, KFC**
- **Seek help from SSCV at District (Ros Burton) and any other organisations with expertise in this....eg how facilities are run in other villages... contact other PCs about their youth facilities... bearing in mind that all villages are different... Village Agent?**

4 Outcomes... These will need to fit in with whatever funding source you apply for as each has specific criteria and unless those are met then no chance of funding.

Members thanked Mrs Davis for her input, and felt that they would be able to hopefully move forward with the KSCA as a partner.

Mrs Davis reminded members that the key to the success is to get the volunteer parents in place, followed by the community partners as grants etc. can then be sourced.

KINVER YOUTH DROP IN FACILITY

Please complete and hand in at the meeting on March 7th 2017 or email to gmander65@gmail.com

Name and contact details	
Relevant skills/experience to aid this process.	
Representing which organisation	
Any further ideas we could consider when planning the Youth Facility	
Any 'pitfalls' we should avoid when setting up the Youth Facility	
Any other comments	